

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON KAISERSLAUTERN**  
**UNIT 23152**  
**APO AE 09227-3152**

IMEU-KAI-EEO/EO

AUG 14 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Letter #9 - **Prevention of Sexual Harassment**

1. Sexual Harassment is illegal and is defined by the Department of the Army as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or:

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or:

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

2. This definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim. But rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive the work environment as hostile or offensive. ("Workplace" is an expansive term for Military members and may include conduct on or off duty, 24 hours a day.)

3. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a Military member or civilian employee is engaging in sexual harassment.

4. Similarly, any Military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

5. Any person who is sexually harassed should report the harassment to the appropriate supervisor and/or the chain of command, the Equal Employment Opportunity Office, the Equal Opportunity Office or the Inspector General Office. Offenders will receive swift and appropriate punishment in proven cases of sexual harassment.


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6. I will not tolerate behavior that could be interpreted as sexual harassment. I expect each member of this command, and I encourage all U.S. Army units in the U.S. Army Garrison Kaiserslautern Area, to create and maintain an environment free of sexual harassment for our civilian employees, our Soldiers and their family members.

7. In addition to placing this memorandum on an official bulletin board, it is suggested that all commanders and supervisors circulate this memorandum among your military subordinates and employees. If you do this, it is suggested that you create a record that your subordinates and employees reviewed the document.

8. A copy of this memorandum will be permanently displayed on official bulletin boards.

  
MICHELLE B. HALE  
LTC, OD  
Commanding

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